

INSTRUCTIONS TO CREATE AN ACCOUNT

Use the following link to access the online licensing portal:

<https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp>

If you need assistance navigating the licensing portal after reviewing these instructions, or retrieving a user name or password, contact the Help Desk: 1-855-824-4357.

STEP 1: CREATE AN ACCOUNT

To renew or apply for a new license/registration/permit/certification, you will need to create a personal account. (Even if you are managing a business.)

- 1) Go to the IDPH Regulatory Programs licensing portal.
- 2) Click **New User Registration** to start the account activation process.

IDPH REGULATORY PROGRAMS
Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home >

- Public Search
- Sign In
- New User Registration**
- Help

WELCOME TO THE ONLINE SERVICES SITE FOR REGULATORY PROGRAMS WITHIN:
BUREAU OF EMERGENCY AND TRAUMA SERVICES
BUREAU OF ENVIRONMENTAL HEALTH SERVICES
BUREAU OF RADIOLOGICAL HEALTH

NOTE: This application works best in Chrome and Safari. If you need to use Internet Explorer, you will need to change three settings in order for the portal to function properly. Pop up blocker must be turned off and iowa.gov added to compatibility view and to trusted sites.

STEP 2: ENTER THE NEW USER DETAILS

- 1) Enter your First and Last name in the appropriate boxes.
- 2) Click **Register**. (You must have a valid email address to complete the next steps.)

DPH Regulated Communities

Sign up now to get credentials you can use for Enterprise A&A enabled sites.

First Name:
|

Last Name:
Last Name

Register

Possibly have an account already?
Click here for a listing of all A&A enabled applications. If you created an account for any of these applications you don't need to create a new account.

What is A&A?
Help
Report issue to State Service Desk

- 3) Your Account ID will automatically fill in the format of “*FIRSTNAME.LASTNAME*”
NOTE: If the Account ID field is blank, this means that the Account ID in the above format may have already been claimed. You may create your own unique Account ID and enter that instead.
- 4) When you have completed all the required fields, click **Save Account Details**.

Create Account

DPH Regulated Communities

Account Id:
@IOWAID

First Name:

Last Name:

Email:

Confirm Email:

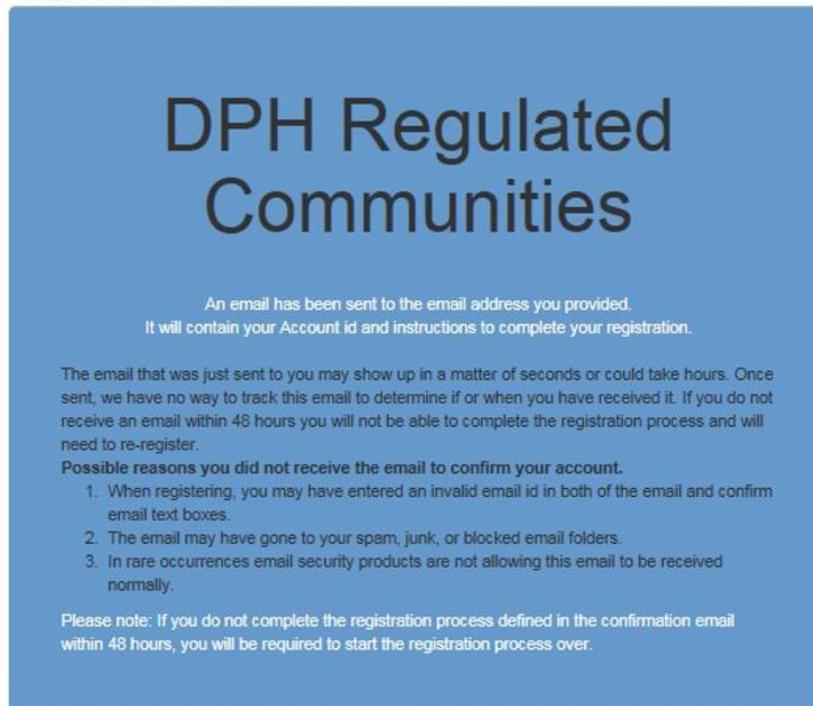
- 5) A pop-up will appear. Click **OK** to continue.



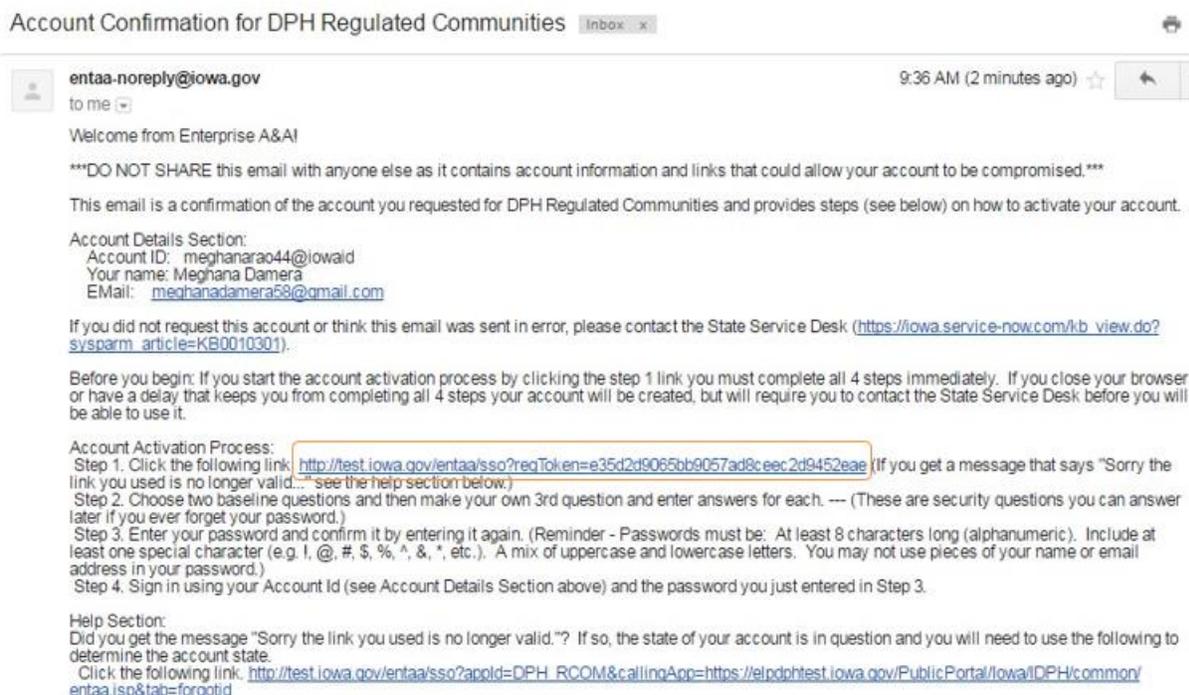
STEP 3: ACCOUNT ACTIVATION

The next page will direct you to check the email address you provided to complete the process of creating an account.

Registration Confirmation



- 1) Access your email account and open the email that was sent to you with the subject **“Account Confirmation”**.
- 2) Click the link in the body of the email to complete the activation process.



STEP 4: ENTER SECURITY QUESTIONS

Clicking on the link provided in the activation email will take you to a page to set up your account security details. (**NOTE:** You can only click this link once.)

- 1) Select your security questions and provide the answers.
(For Question 3, write your own security question and provide your answer.)
- 2) Click **Save Identity Baseline** when finished.

Identity Baseline

DPH Regulated Communities

Identity Baseline for MECHANARAO44@JOWAID

On this page, you must create your identity baseline. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:

— Select Question —

Answer 1:

Confirm:

Question 2:

— Select Question —

Answer 2:

Confirm:

(Create your own questions)

Question 3:

Answer 3:

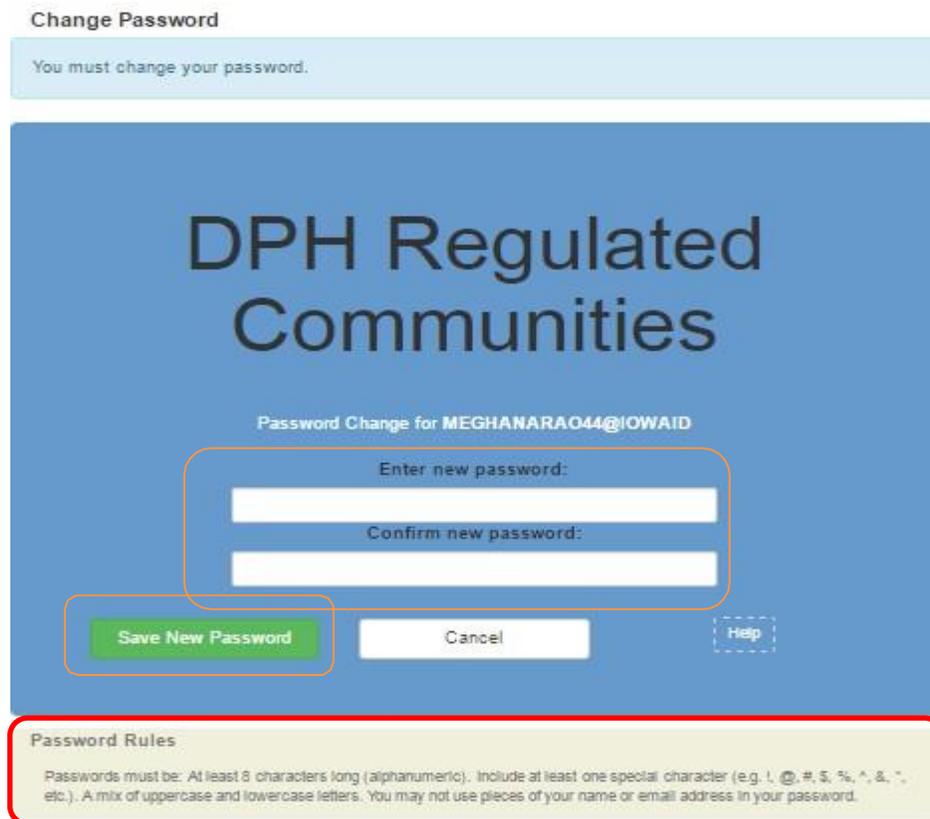
Confirm:

[Save Identity Baseline](#) [Help](#)

STEP 5: SET PASSWORD

Next, you will be prompted to **create a password** for your account.

- 1) Type in your password twice and click **Save New Password**.
 - a. Your password will need to meet all the password rules listed below.



Change Password

You must change your password.

DPH Regulated Communities

Password Change for MEGHANARAO44@IOWAID

Enter new password:

Confirm new password:

Save New Password Cancel Help

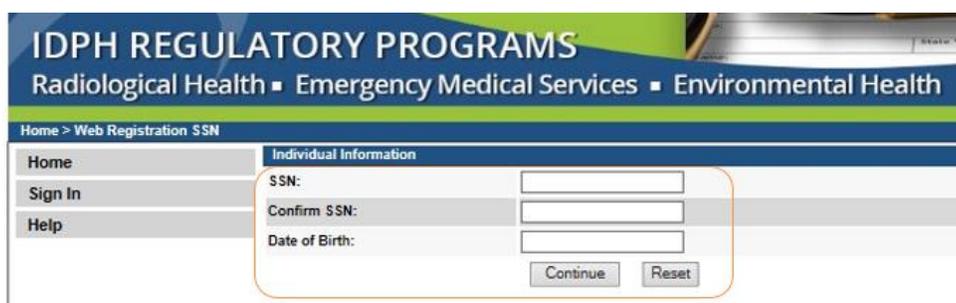
Password Rules

Passwords must be: At least 6 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, &, *, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.

STEP 6: ENTER INDIVIDUAL ACCOUNT INFORMATION

After creating your Password, you will be taken to the sign in page.

- 1) Sign in using your new **Account ID** and **Password**.
- 2) The next screen will ask you to enter your SS# and Date of Birth in the corresponding box. (This information is used to check for an existing license/permit/certification.)
 - a. SS# must be entered without dashes or spaces.
 - b. When using the calendar, select “Month”, “Year”, and finally “Day.”
- 3) Click **Continue** after completing the required fields.



IDPH REGULATORY PROGRAMS

Radiological Health ■ Emergency Medical Services ■ Environmental Health

Home > Web Registration SSN

Home Sign In Help

Individual Information

SSN:

Confirm SSN:

Date of Birth:

Continue Reset

STEP 7: PROVIDE PROFILE DETAILS

- 1) Complete the **Basic Profile Details** and **Physical Address Details**.
(Fields with red asterisks are required.)
- 2) When you have finished entering your information, click **Continue**.

Home > Web Registration Profile

Home | Sign In | Help

Basic Profile Details

First Name*
Middle Name
Last Name*
Suffix
Email Address*
SSN:
Date of Birth:

Physical Address Details

Address is: [dropdown] ATTN: [text]
Street Number*: [text] City*: [text]
Street Prefix: [dropdown] County: [dropdown]
Street Name*: [text] State*: [dropdown]
Street Type*: [dropdown] Country: [dropdown]
Street Direction: [dropdown] Zip Code*: [text]
Unit Type: [dropdown] Phone 1*: [text]
Unit Number: [text] Phone 2: [text]

Continue Reset

Next, you will be taken to your **Profile** page.

The Basic Profile Details and Physical Address Details you entered will appear here. Your account **PIN** number will show in the upper right corner.

Home > My Profile

Home | Sign Off | Help

Basic Profile Details

Name:
Date of Birth:
Email Address*:
Preferred Address: [dropdown]

PIN: 349701

Registered User's Memberships

Select a Membership for your Actions

Physical Address Details

Address is: [dropdown] ATTN: [text]
Street Number*: [text] City*: [text]
Street Prefix: [dropdown] County: [dropdown]
Street Name*: [text] State*: [dropdown]
Street Type*: [dropdown] Country: [dropdown]
Street Direction: [dropdown] Zip Code*: [text]
Unit Type: [dropdown] Phone 1*: [text]
Unit Number: [text] Phone 2: [text]

Continue Reset Addresses

WELCOME TO YOUR PROFILE PAGE!

To apply for individual licenses, click **Continue** to be taken to the “My Programs” page.

FOR INDIVIDUALS AUTHORIZED TO MANAGE FACILITIES & BUSINESSES ONLY

If you need to manage an existing license/permit/certification/registration for a facility or business, and do not see your company listed under “Registered User’s Memberships” on your profile page, please have your PIN number ready and call (855)-824-4357 or email adpereg@idph.iowa.gov to request your Profile be authorized to manage your facility/business.

The screenshot shows a web interface for a user profile. At the top, there is a navigation bar with "Home > My Profile". Below this is a sidebar with links for "Home", "Sign Off", and "Help". The main content area is divided into two sections: "Basic Profile Details" and "Physical Address Details".

In the "Basic Profile Details" section, the "PIN: 349701" is displayed in a red box. Below this are fields for "Name:", "Date of Birth:", "Email Address*:", and "Preferred Address:".

The "Physical Address Details" section contains various address fields: "Address is:", "Street Number*", "Street Prefix:", "Street Name*", "Street Type*", "Street Direction:", "Unit Type:", "Unit Number:", "ATTN:", "City*:", "County:", "State*:", "Country:", "Zip Code*:", "Phone 1*:", and "Phone 2:". Below these fields are "Continue" and "Reset" buttons, and an "Addresses" button.

On the left side, there is a section titled "Registered User's Memberships" which is highlighted with a red box. It contains a list of memberships and a prompt at the bottom: "Select a Membership for your Actions".

WELCOME TO YOUR PROFILE PAGE!